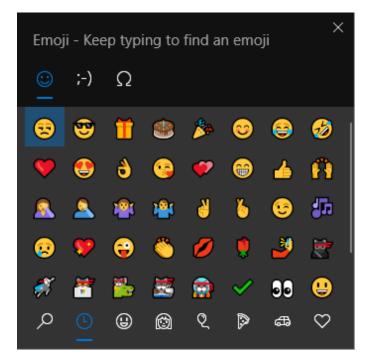
CNAS Instructional Technology Support Newsletter

Volume 1, Issue 7 November 6, 2020

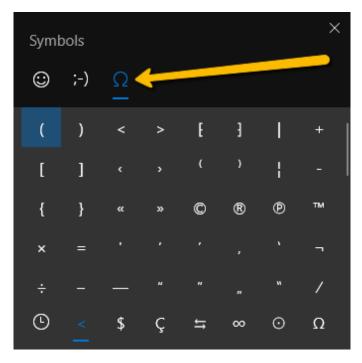
Keyboard shortcuts

I'm a fan of keyboard shortcuts so from time to time I'll share one of my favorites. This week I'll share one that was

added to Windows about a year ago. On your keyboard, press the Windows key and the period key at the same time. This brings up the emoji and symbols dialog. Using this dialog, you can insert many items that don't appear on your keyboard. When it first pops up it shows emojis. Just click one and it will insert that emoji into whatever program currently has focus. If you're in an email it will insert it there. It also works with Word, Excel, Notepad, and even web sites where you can type or paste characters.



In your day-to-day, professional communications you probably won't need an emoji. This dialog also includes many scientific and math symbols. Click the Omega symbol at the top. There are several groups of symbols.



Along the bottom are icons to select from these groups of symbols: General punctuation, Currency symbols, Latin symbols, Geometric symbols, Math symbols, Supplemental symbols, and Language symbols. Among the General punctuation are the trademark and copyright symbols like ©. Also there are the degree symbols: ° and °C and °F. Look around the various groups of symbols and I'll bet you find a symbol or two that you will use on a regular basis.

Banner upgrades

This weekend, Sunday, November 8, Banner Infrastructure upgrades will take place. My Missouri State web functions will not be available from 7:00 AM – 7:30 AM. Banner applications will not be available from 6:00 AM – 10:00 AM. There is no impact to University networks, phone systems, main websites, Blackboard, Office 365, email services, CashNet, video surveillance systems, electronic door access systems, and the application for admission. The official announcement can be found at the Information Services blog.

Blackboard Content Editor updated

If you have logged into Blackboard recently and changed some content, you may have noticed something looked different. The Content Editor has been updated with many new features. Some of the changes make Blackboard easier to use on a mobile device. There are improvements in accessibility. Computer coding languages can now be entered with the appropriate language specific color coding. The interface is more user friendly. The <u>Information Services blog</u> has an introductory video and list of new features. To see a side-by-side comparison of the old and new editor features, you can view a <u>PDF from Blackboard</u>.

No newsletter next week

I will be out of town most of next week so there will be no newsletter. 😥